

Court Marshal – Part Time Position

Up to 16 hours a week

Hourly rate \$25.17 - \$30.58

Bargaining Unit: Non Represented

To apply for an available position, you must apply [online](#) or fill out and print an [application](#) form. Submit your completed application, along with a resume and cover letter telling us why you are qualified for the position to:

City of Des Moines

21630 11th Ave South, Ste D

Des Moines, WA 98198

www.desmoineswa.gov

Closing Date: Wednesday, May 21, 2014 at 4:00 PM

Salary: Grade 18

Nature of Work:

Under the direction of the Judge, Court Administrator, Lead Clerk, perform transporting of prisoners and handling security in the courtroom. The Court Marshal acts as the court's liaison with defendants, jurors, attorneys and general public, to insure efficient and secure operation of the court.

Job Duties and Responsibilities:

- Operate an electronic walk-through metal detector and hand held screening device to determine if persons entering public buildings are carrying or wearing weapons or other prohibited items. Screen all individuals, without exception, when they enter the court area facility.*
- Perform hand searches of bags, briefcases, and other carry-in items to identify illegal items.*
- Refuse entry into buildings if necessary to protect the public health, welfare or safety.*
- Identify individuals who may be loitering or disturbing the peace or who have no lawful business to conduct in the building.*
- Observe courtroom proceedings and intervene to prevent escalation of problem situations, using human relation skills when possible.*
- Patrol courtrooms, buildings, and other areas to discourage unacceptable and unlawful behavior in and around assigned areas.*

- Maintain order and provide security for the judge, court staff and public in the courtroom*
- Respond to emergency situations in the Municipal Court and other city facilities as requested*
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders*
- Provide first aid and CPR as needed*
- Conduct scheduled and random security inspections of the courtroom and court clerical area.*
- While on duty, carry a firearm and other department approved protective devices; maintain qualifications to carry a firearm.*
- Enforce courtroom security policies and procedures.*
- Be aware of security zones; facility boundary, facility exterior, areas open to the public, and restricted employee areas.*
- Notify court staff of potentially dangerous litigants.*
- Intervene and makes arrest in potential incidents of violence*
- Provide information, direction, and assistance to the public.*
- Set up court room for court and other meetings as directed, required to move equipment that may be up to 50lbs. *
- Respond to bomb threats and other safety concerns; assist with building evacuation.*
- Receives into custody, persons arrested by officers or otherwise directed by the judge; conducts full search of arrested persons, receives prisoner property for safekeeping and transport; transports prisoners to jail.*
- Transports persons in custody to the court, and provides security and control over prisoners.*
- Takes person(s) into custody, when necessary, under the authority of a limited commission, for violations of the law associated with courtroom security or the movement of prisoners.*
- Transport individuals who have been detained by other jurisdictions on city warrants*
- Safely operates a prisoner transport vehicle regardless of weather conditions.*
- Ensures department equipment receives regular maintenance by coordinating the repair with the appropriate entity.*
- Provide information, direction, and assistance to the public.*
- Maintain an orderly and clean working office space.*
- Maintain an orderly and clean transport van on a weekly or bi-weekly basis.*
- Responsible for ordering of equipment and/or uniforms as required.*
- Perform related duties as assigned.*

*** = Essential Job Functions**

Minimum Qualifications:Necessary Knowledge, Skills, and Abilities:

- Knowledge of courtroom procedures and process.
- Understand the importance of confidentiality with regards to duties.
- Ability to communicate clearly and efficiently in person or by telephone.
- Ability to cope with situations firmly, tactfully and with respect to individual's rights.
- Ability to analyze situations quickly and objectively, recognizing actual and potential dangers and determine a proper course of action.
- Demonstrate ability to positively interact with diverse individuals to accomplish a common goal in high-pressure situations.
- Display a pleasant and professional demeanor.
- Physical ability to perform essential job functions.

Working conditions/Physical Demands:

- Work is performed in a courtroom environment.
- Requires dexterity of hands and fingers to operate court security equipment.
- Hearing and speaking to exchange information.
- Analyze potentially dangerous situations.
- May be exposed to blood borne and/or airborne pathogens.
- Contact with dissatisfied or abusive individuals.
- Must be able to perform strenuous physical tasks such as standing, walking, running for long periods of time.
- Must be able to physically subdue and/or detain individuals.
- Transports may include exposure to emergencies to individuals who may be distraught, violent or abusive.

Education/Experience:

- High school diploma or GED and three (3) years work experience as a full-time law enforcement officer.
- No more than a two (2) year break in service from last law enforcement employment
- Graduation from a certified law enforcement academy that meets or exceeds the Washington State standards.
- Any combination of related and pertinent college.
- Scope of experience must include proactive intervention to defuse interpersonal conflicts and maintaining orderly conduct in public group situations.
- Must pass a thorough background investigation.

Special Requirements:

- Non-smoker.
- Valid Washington Driver's License with satisfactory driving record.

- Successful completion of thorough pre-employment background check.
- Successful completion of through medical clearance.
- Blood borne pathogen, First Aid and CPR certification within six months of employment.
- Ability to obtain limited Police Commission within three months of employment.
- Ability to maintain limited police commission.
- Ability to maintain First Aid card.
- Ability to maintain CPR card.
- Ability to maintain Blood borne pathogen certifications.
- Must be available to work all shifts upon short notice.
- Ability to safely and legally operate a transport van.
- Qualifies annually with firearms with Des Moines Police Department

Equipment:

- Responsible for ordering of equipment and/or uniforms as required.
- Responsible for the inventory and maintenance issued equipment, including items for the transport van.
- Responsible for moving furniture that may be up to 50 lbs in weight, once a week.
- Responsible for the care and maintenance of the transport van.

Selection Guide:

May include: Formal application, resume, letter of interest, review of education and experience, written response to structured questionnaire, oral interview, polygraph exam, psychological evaluation, credit history check, criminal background check, personal reference check, work reference check.

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Updated 5/2014